



Stevens Memorial Library
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Trustee Meeting Agenda
Tuesday, December 2, 2014 – 4 P.M.
Stevens Memorial Library

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - a. November 4, 2014 Regular Meeting
 - b. November 17, 2014 Room Use Policy Meeting
- IV. Director's Report
 - a. Budget Update
 - b. Library Status
- V. Old Business – ***Trustees: Please bring “meeting package” material from Nov 4 Meeting***
 - a. Secretary
 - i. Review Action Item List
 - ii. Length of time required for Record Retention
 - iii. Thank You Letter to Administrative Clerk Mary Calandrella with response
 - iv. Notes from Green Community Level 2 Audit Meeting
 - v. Telephone numbers
 - b. Chairman
 - i. Trustee Bylaws - Distribute
 - ii. Trustee Orientation – Notes from October 1 MBLC/MLS Meeting
 - iii. Trustee Report Cards – Baseline
 - iv. Review Vision Statement
 - 1. Develop specific steps and time table (Next meeting or special meeting)
 - 2. Invite Friends?
 - v. Timing of Director's Goals and Objectives
 - 1. Set Date to establish
- VI. Correspondence (Secretary)
- VII. Treasurers Report
- VIII. New Business
 - a. Finance Committee Meeting
 - i. Meeting Summary - Treasurer
 - ii. FY16 Proposed Budget
 - b. Library Closing Policy
- IX. Adjourn